



Embassy of the United States of America

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JUSTICE SECTOR REFORM PROGRAM (APPLICATION FORM)

U.S. Rule of Law program accepts applications for the Justice Sector Reform grants that include all of the information listed below. Proposals will not be considered until all of this information is received, according to the format provided below. Proposals should be completed in English, or be accompanied by an English translation. Supporting documents may be in Tajik or Russian.

A. Information on the Organization Requesting the Grant

1. Project title
2. Organization name
3. Address, telephone number, fax number and e-mail address of organization
4. Juridical status, date of registration, and a copy of certification of registration
5. Resumes of project managers and organization's principal(s)
6. Project duration
7. Amount requested
8. Brief history of organization:
 - When the organization was founded;
 - What are the principal activities;
 - How the organization is funded;
 - All projects that the organization is now implementing
 - All projects which organization has submitted an application for funding

B. Project Description and Justification

1. Problem Statement
2. Goal Statement
3. Objectives
4. Work Plan (please describe steps you are planning to take to achieve project goals):
 - Actions;
 - Timeframe;
 - Who is responsible;
5. Project Evaluation: *importance of the project (you may attach support letters), why it should be funded, what difference it will make for Tajikistan, what are expected long-term effects of the project?*
6. Project sustainability: *how the organization is planning to continue the project after the completion of the grant support?*

7. Measurable indicators: *Means of verification of the project achievements*

C. Budget

The budget narrative should follow the actual budget presentation and describe in some detail the costs presented in the budget. If the proposal seeks funding to purchase a service or equipment that costs more than 2,500 USD per unit, the application must include three pro-forma estimates from the service or equipment vendor. The use of miscellaneous expenditure as a budget item is unacceptable. Cocktail parties, receptions and entertainment are not allowable expenses. Meals for the conference must be justified and not more than one meal a day is allowable. The total amount allocated for meals should not exceed 10% of the total requested sum. The International Narcotics and Law Enforcement Office will prefer the projects that implement the similar activity with the lower budget.

Please provide budget information in Excel according to the following format:

No	Budget Item	Unit cost	Number of units	Duration	NGO contribution	Other donors contribution	Amount requested	Project Total

D. Identify other funding organizations you have applied to or will apply to regarding this project.

E. Does your organization have previous experience managing grant funds? If yes, please elaborate.

F. What impact will this project make on achievement of the long term goals of your organization?

Proposed projects which meet the basic criteria outlined above will be considered at a meeting of the Development Assistance Working Group (usually held every six weeks). If your preliminary application meets the criteria of the project review committee and is under further consideration, you will be invited for an interview and may be asked to submit additional information. If you receive funding for the project, you will be required to submit detailed program and financial reports upon the project completion.

Thank you for your participation.